

Online Forms for Initial Reporting

Introduction

The Diesel Off-Road On-Line Reporting System (DOORS) is an online tool designed to help fleet owners report their off-road diesel vehicle inventories and actions taken to reduce vehicle emissions to the Air Resources Board (ARB), as required by the In-Use Off-Road Diesel Regulation.

Both the DOORS reporting tool and the DOORS User manual were created to help fleet owners comply with the regulation, but they are not a substitute for reading and comprehending the regulation. Many portions of the DOORS system will require fleet owners to understand terms and conditions defined in regulation, and to know which portions of the regulations apply to their vehicles, and where they are eligible for full or partial exemptions. It is strongly recommended that, prior to using the DOORS system, fleet owners determine how the regulation applies to their fleets.

The regulation, fact sheets, additional user guides, and compliance examples can be found at:

<http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>

User Guide – Online Forms for Initial Reporting

This guide was created to assist fleet owners using Online Screens to report fleet information during the initial reporting period. The guide contains instructions on how to create an online account with ARB in DOORS, navigate to the online screens, enter the data, receive a review from ARB and receive Equipment Identification Numbers (EINs).

Steps to Report Fleet Data Using Online Forms

This guide provides detailed instructions on how to complete the following steps to report your fleet using our online forms:

- A.** Create a DOORS account with ARB
- B.** Determine applicable vehicles
- C.** Log in to DOORS, and open the online forms
- D.** Complete the owner information form
- E.** Enter the vehicle information
- F.** Enter the engine information, and if necessary, the VDECS information
- G.** Review the data, and make changes if necessary
- H.** Request a review from ARB and receive EINs

A. Create a DOORS Account with ARB

- Go to "<http://www.arb.ca.gov/msprog/ordiesel/reporting.htm>"
- Follow the link to DOORS
- Request an account

If you do not have an account, you will be asked to create one, and the account information will be sent to an email address you supply within a few minutes. If you do not see the email, check your "Spam" or "Trash" folders to ensure the email was not blocked by your email server. If you do not receive your email within 15 minutes, re-apply for one on the DOORS homepage. If this does not work, contact ARB for assistance by emailing doors@arb.ca.gov.

B. Determine applicable vehicles

Prior to reporting vehicle information to ARB, fleet owners will need to determine which of their off-road diesel vehicles are covered by the regulation. Some vehicles will likely be fully subject to the regulation, however some vehicles will be exempt from all requirements except labeling and reporting, and some will be fully exempt from the regulation.

- Create a complete list of vehicles subject to the regulation, including those which are only required to be reported and labeled

Early Credit: If you wish to claim early credit, report each vehicle that was included in the fleet from March 1, 2006, to the present, including vehicles you have retired or sold. You will be able to designate which vehicles you have retired or replaced to receive credit in the on-line screens after future updates.

Non-diesel or electric: You will be able to report vehicles using alternative fuels or electric vehicles that have replaced diesel vehicles in your fleet in the on-line screens after updates, for now please include information on the diesel vehicle that was replaced.

C. Log in to DOORS, open the online forms

- Return to the DOORS login screen, and log in to the system using the login name and password emailed to you

Do not hit "Enter"; you must click on the Login button directly. If DOORS does not accept your password, copy the password from the email, and paste it into the DOORS login screen.

- Once you have logged in to DOORS, go the first dropdown, and select “enter a fleet”. In the second dropdown, select “Enter Fleet Data On-Line” and then click on the [Take Action] button to the right.

D. Complete the owner Information form

- The first screen you will be taken to is the Owner Information screen. Complete this form, and then select [Enter Data].

If you have questions about what information is requested, please refer to our explanation for each spreadsheet, available on the reporting page <http://www.arb.ca.gov/msprog/ordiesel/reporting.htm> under the User Guide menus. For the Owner information, select “Owner Information Dictionary”.

- If DOORS rejects any of your information, it will supply an error message and reason at the top of the screen. Attempt to fix the cause of the error, and resubmit the data.

E. Enter vehicle information

- Once your owner information has been successfully entered, select the option to [Add / Edit Vehicle] at the top or the bottom of the screen.

- This will take you to the screen where you may add, delete or edit vehicle information.

Line #	Veh serial num	Your veh num	Type	Manufacturer	Model
1			Bore/Drill Rigs	no vehicle manufacturer	

- Enter the vehicle information required, then select [Enter Data]

If you have questions about what information is requested, please refer to our explanation for each spreadsheet, available on the reporting page

https://secure.arb.ca.gov/ssldoors/doors_reporting/reporting.php

under the Explanation of Terms.

For missing or partial information, refer to the attachment on the last page of the guide.

- After the information on the previous vehicle is entered into a table, continue to use the form to add additional vehicles until your entire inventory is reported. For each successive vehicle, enter the vehicle information required, then select [\[Enter Data\]](#)

F. Enter engine information, and if necessary, VDECS information

- After entering information on all of the vehicles you wish to report, select the option to [\[Add / Edit Engine\]](#) at the top or the bottom of the screen.
- For each vehicle you have entered, select “Edit” at the left side of the screen, and input the engine information. Then select [\[Enter Data\]](#). You will only be able to add engine information to vehicles you have already added, and you will only be able to add VDECS information if you have already entered the engine information.

Edit	Line #	Veh serial num	Your veh num	Eng serial num	Manufacturer	Model	Eng Family	Model Year	Max HP	Displacement (liters)
Edit		HGE3923048230	110D							

- Complete the same steps to enter VDECS information, if you have any VDECS installed on your vehicles.

G. Review the data, and make changes if necessary

Before continuing, it is recommended that you review the data you have entered. On the Reporting Home page (the first page in DOORS), the following options are available for fleets you have entered into the system:

- My Construction Fleet
- enter a fleet
- Upload Fleet Data
- Upload Fleet Data
- Enter Fleet Data On-line
- View Owner Info
- View Fleet Info
- Request Review

- Select the fleet you have entered and wish to review
- Select “View Owner” and click on “Take Action”. DOORS will display the fleet owner information you have uploaded. Ensure the data shown is correct, and then return to the Reporting Home page.
 - **If it is not correct**, return to the reporting homepage, select the fleet, and the choose “Enter Fleet Data On-line”. You will be able to edit, delete, and add owner, vehicle, engine, and vdecs information.
- Select “View Fleet” and click on “Take Action”. DOORS will display the vehicle, engine, and VDECS information you have uploaded. Ensure the data shown is correct, and then return to the Reporting Home page.
 - **If it is not correct**, return to the reporting homepage, select the fleet, and the choose “Enter Fleet Data On-line”.

H. Request a review from ARB and receive EINs

The information you have entered so far will be saved, and you can access it again and make changes at a later time before submitting it to ARB for review. After ARB reviews the information you will be able to edit and add to your vehicle inventory, and will receive your ARB-designated Equipment Identification Numbers, which must be displayed on your vehicles. The information will not be reviewed by ARB staff, or assigned EINs, until you choose to submit it to ARB for review. To access the fleet information you have entered at a later date, log back in to the DOORS system.

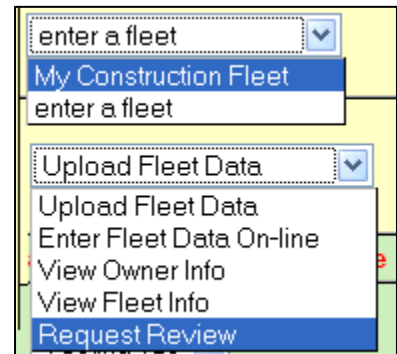
Where you previously selected “Enter a fleet”, the fleet (or fleets) you have entered will now be available.

To edit a fleet, select it, and then choose “Upload Fleet Data” and the press the “Take Action” button. You may resubmit the appropriate .prn files and view your updated information.

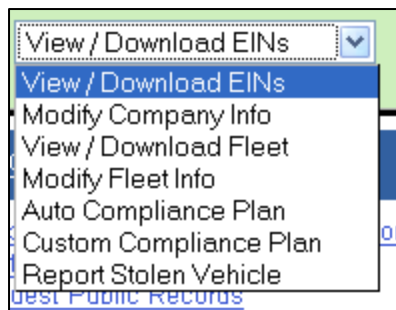


Once you are satisfied with the information and are prepared to send it to ARB for review and receive EIN assignments for your vehicles, return to the Reporting Home page in the DOORS system.

- Select the Fleet you wish to submit to ARB in the drop down menu
- Select “Request Review” from the drop down menu below, and click on “Take Action”



After the fleet information has been approved by ARB, the fleet will be available for further review and modification, using the following menu on the bottom of the Reporting Home page of the DOORS system after you log in. Not all features will be available when DOORS first comes online in July, 2008.



For more information on reporting with missing or partial information, or how to report multiple fleets or subfleets, refer to our guides, which are available from our reporting homepage at:

https://secure.arb.ca.gov/ssldoors/doors_reporting/reporting.php

If you require additional assistance or information, please email us at:

doors@arb.ca.gov